

## Meeting Minutes

<http://set.lanl.gov/spac/>

(TA-00, Canyon Complex, Room #168)

Date: 3/25/03

In attendance:

Bill Robertson IM-2  
Kurt Steinhaus STB-EPO  
Shauna Kackley RRES-SA  
Jerry Foropoulos NMT-DO  
David Hobart C-AAC  
Danny Valdez DVO  
Claire Mizne STB-EPO  
Pavlo Quintana Ombuds Program  
Brenda Montoya HR-5  
Robert Smith MST-6  
Lonnie Theye NMT-15

Meeting called to order at 8:32 am by Bill R.

### **New GRA coordinator**

Kurt S. introduced Claire Mizne, formerly from LDRD office, as the new GRA coordinator for STB-EPO.

### **SPAC brochure**

The brochure is now in a Word format for easier printing and editing. Sheila's student Michelle Lopez played a major role in the layout and design of the brochure. The Committee then submitted comments and suggestions to change the brochure.

### **How to get enough SPAC brochures?**

Shauna asked if copies were to be given to each new student hire in their student package. Bill R. said that the cost of making 500 glossy brochures was prohibitive. It was suggested that SPAC distribute the work over several color copiers and Bill R. countered that he would prefer IM-4 to perform the larger print tasks.

Dave Hobart will defer the housing report until the next meeting. He is still in discussions with Alan Hartford.

### **Danny D/AAB report**

Is working on a code of ethics for DPIIP.

**SA report**

Robert Smith is working on the picnic and trying to work out issues with insurance for the event and how much the picnic will cost. Start looking for exhibitor for the picnic (generally organizations throughout the laboratory). Shauna has been working on student discount cards from chamber of commerce (needs them by May 15<sup>th</sup>) and student breakfasts. Student by-laws are still in the works.

**Weekly meetings**

Bill suggested that we discuss when we would move to weekly meetings. The main influx of students will occur after Memorial Day and Tracy R. suggested that we begin our weekly meetings the following week. Bill and others concurred and June 3<sup>rd</sup> will be the first of our weekly meetings that will continue until after the Student symposium August 6<sup>th</sup> and 7<sup>th</sup>.

Meeting was adjourned at 9:40 AM.

Meeting minutes taken and respectfully submitted by Tracy R. in lieu of Sheila W.